

GENERAL INFORMATION NOTE

1. The regional congress is open to the participation of UNWTO Member States, UNWTO affiliate members, invited delegations, as well as to representatives of the tourism industry engaged in women empowerment and gender issues.

I. **VENUE OF THE CONGRESS**

2. The Congress will be held at: **Accra International Conference Center (AICC)**
Address: Castle Rd, Accra, Ghana
Telephone: (+233) 24 445 2852

II. **CONTACT INFORMATION OF THE ORGANIZING COMMITTEE**

3. Governments and other dignitaries invited by the UNWTO Secretary-General and the Ministry of Tourism, Arts and Culture of the Republic of Ghana, are requested to send their replies to the following addresses on **15th November 2019 at the latest**, indicating as much as possible, the composition of their delegations:

<p>Ms Elcia Grandcourt Director Regional Africa Department World Tourism Organization World Tourism Organization Calle Poeta Joan Maragall, 42 28020 Madrid, Spain Tel.: (+34 91) 5678100 Fax: (+34 91) 571 37 33 E-mail: rdaf@unwto.org</p>	<p>Mr. Alhaji Abudulai Yakubu Chief Director Ministry of Tourism, Arts and Culture P.O. Box GP 4386 Accra, Ghana Alhaji.abudulai@motac.gov.gh Tel: (+233) 243 224 186 Email: Alhaji.abudulai@motac.gov.gh</p>	<p>Ms. Christine Dadson UNWTO Focal Point Ministry of Tourism, Arts and Culture P.O. Box GP 4386 Accra, Ghana Tel.: (+233) 207036003 email: cdadson70@gmail.com</p>
---	--	---

General Info. Rev.5

III. **REGISTRATION FOR THE CONGRESS AND ACCREDITATION**

4. Online registration for the congress is open and available at the following link: <http://africa.unwto.org/event/first-regional-congress-women-empowerment-tourism-sector-focus-africa>
5. Participants are requested to complete the registration form, available on the UNWTO website at the **15 November 2019** at the latest.
6. At the venue of the congress, a registration desk will be **two days** before the start of the congress. Badges will be issued at the time of registration.

IV. **STATUS OF PARTICIPANTS**

7. The Government of the Republic of Ghana will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in Ghana. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations specialized agencies of 1947.

V. **ENTRY FORMALITIES**

8. A valid passport is required for all visitors to Ghana. Entry visas may be obtained at Ghana's diplomatic and consular representations abroad. A valid passport is required for visitors to the Republic of Ghana. Entry visas may be obtained at Ghana's diplomatic missions and consular representations abroad.
9. Participants from the Economic Community of West Africa States (ECOWAS) do not need a visa to the Republic of Ghana. The countries are:

1. [BENIN](#)
2. [BURKINA FASO](#)
3. [CABO VERDE](#)
4. [CÔTE D'IVOIRE](#)
5. [The GAMBIA](#)
6. [GHANA](#)
7. [GUINEA](#)
8. [GUINEA BISSAU](#)
9. [LIBERIA](#)
10. [MALI](#)
11. [NIGER](#)
12. [NIGERIA](#)
13. [SENEGAL](#)
14. [SIERRA LEONE](#)
15. [TOGO](#)

10. Participants travelling from countries, in which Ghana does not have a diplomatic mission or Consular Representations may be granted entry visa upon arrival at the airport in Accra. Prior information on such participants: their Passport Numbers and Bio Data should be scanned and forwarded to the Ministry of Tourism, Arts and Culture of Ghana, for processing and clearance of Ghana Immigration Service in Accra to the attention of **Mrs. Jocelyn Ofosu Dankwaah**, ofosujocelyn@yahoo.co.uk, mobile phone: (+233) 279 955 431.

11. A Courtesy visa on arrival will be issued, in case needed, upon presentation of accreditation letter or invitation letter from the Organization of the Congress. However, delegations are advised to apply for visa at the Ghana Missions in their respective home countries.

VI. TRANSPORT

12. The Ministry of Tourism, Arts and Culture of Ghana will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between their hotels and the meeting place. All participants are therefore, requested to register on-line at the following link giving details of their arrival and departure: <http://africa.unwto.org/event/first-regional-congress-women-empowerment-tourism-sector-focus-africa>

VII. AIRPORT TAXES

13. *Not applicable.*

VIII. RECEPTION AT THE AIRPORT

14. Reception and information desk will be open for delegates at the Kotoka International Airport of Accra **on 22 November 2019 until 29th of November 2019** from both VIP and normal arrival lounges and assist participants in immigration formalities, baggage collection, coordinate transport and transfers to their hotels.

IX. ACCOMMODATION

15. The delegates are requested to make their own arrangements directly by contacting their chosen hotel. Please, consult below the list of the recommended hotels and by doing the booking, specify that you will be attending the **First UNWTO Regional Congress on Women Empowerment in the Tourism sector – Focus on Africa, in Accra (Ghana), from 25 to 27 November 2019.**

General Info. Rev.5

16. List of Hotels proposed by the Ministry for Tourism, Arts and Culture of Ghana:

Hotels	Room type	Price USD (\$)	Information Tel/Fax/Mail	Distance from the venue of the congress
La Palm Royal Beach Hotel	Standard Room	180	Address: Bypass, 1 Labadi Road, Accra, Ghana Email address: lapalmres@legacyafricanhotels.com Tel.: (+233) 302 215 100	6.6 km (23 mins)
	Executive Club	250		
	Junior Suite	380		
	Presidential Suite	450		
	Royal Suite	550		
Holiday Inn Hotel	Sup/Premium/Executive Room	250	Email address: diana.adei@holidayinnaccraairport.com Tel.: (+233) 302 740 930 Fax.: (+233) 302 785 212 Mob.: (+233) 570 611 130	6.8 km (22 mins)
	Deluxe Room	300		
	Executive Room	400		
	Presidential Room	1000		
Midindi Hotel	Royal	550	Address: Number 15, 1st Circular Road Cantonments Accra Contact Person: Francis Grant Email address: fkgrant62@gmail.com Tel.: (+233) 243 418 496 Mob.: (+233) 243 418 496	4.8 km (20 min)
	Presidential	450		
	Junior Club	380		
	Standard	250		
	Double Room (incl. breakfast)	125		
	Single Room (incl. breakfast)	90		
Accra Marriot Hotel	Deluxe (Single/Double/Bedded)	232	Address: Liberation Road, airport city, Accra, Ghana	7.4 km (27 mins)
	Club rooms (with lounges access)	283		
Labadi Hotel	Superior room (single use)	235	Address: La Rd, Accra, Ghana Contact Person: Phillip Adu-Mensah Email address: labadigroups@legacyhotels.com Tel.: (+233) 302 772 501 Mob.: (+233) 244 755 301	7.4 km (20 mins)
	Superior room (double use)	265		
	Luxury room (single use)	275		
	Luxury room (double use)	305		
	Superior suite	550		
	Executive suite	750		
	Presidential suite	2500		

Movenpick Ambassador Hotel	Superior king	240	Address: Independence Avenue, PMB CT 343, Ridge, Accra, Ghana Contact person: Ansah Boakye Mob.: (+233) 202 698450	500 m (4 mins)
	Executive room	300		
Accra City Hotel	Standard (single occupancy)	150	Address: Barnes Road, Accra, Ghana Contact person: Mrs. Winifred Staudt Mob.: (+233) 577 600 447	500 m (4 mins)
	Standard (double occupancy)	170		
Kempinski Hotel	Superior Room	295	Address: Ministries PMB, 66 Gamal Abdul Nasser Ave, Accra, Ghana Contact person: Melissa Bediako Mob.: (+233) 544 312 728	400 m (3 mins)
	Deluxe Room	315		
	Executive Room	395		
Swiss Spirit Alisa Hotel	Standard Room	170	Address: GH Accra Dr. Isert Road, Ghana Contact person: Afia Agyeman Opere Mob.: (+233) 570 008 223	600 m (5 mins)
	Executive Club	170		
	Junior Suite	170		
	Presidential Suite	170		
Central Hotel	Standard Room	90	Address: 16th Ln, Oxford St, Accra, Ghana Contact person: Edem Goagli Mob.: (+233) 553 366 630 (+233) 577 215 000	2,6 km (15 mins)
	Executive Club	150		
	Deluxe	100		
	Double Deluxe	130		

For further information on accommodation in Accra, please follow this link:

<http://tuttifruttidesign.net/motac/accommodation/>

X. HEALTH REQUIREMENTS

17. Ghana Ministry of Health requires all travelers coming from countries endemic to Yellow Fever to produce proof of vaccination at border posts.

XI. WORKING LANGUAGES

18. The working languages of the congress will be English and French. The documents will be prepared in English and French, and simultaneous interpretation will be provided in English and French.

General Info. Rev.5

XII. SOCIAL PROGRAMME

19. Official opening cocktail will be offered by the Ministry of Tourism, Arts and Culture of Ghana on 25 November 2019 as well as a Farewell Dinner on 26 of November 2019.

XIII. CURRENCY REGULATIONS

20. The Unit of currency is the Cedis. The exchange rate to Euro is approximately 1 Euro for 6 Cedis and 1 Dollar is approximately equivalent 5.53 Cedis (exchange rate given on 13 August 2019 subject to change).

XIV. CLIMATE

21. The average temperature in Ghana in the month of November ranges from 23.3°C minimum to 30°C maximum.

XV. LOCAL TIME

22. The time in Ghana is GMT.

XVI. BUSINESS AND SHOPPING HOURS

23. Public offices open from 08:00 to 15:00 (Monday to Friday). While businesses are open from 08:00 to 18:00 (Monday to Saturday).

24. Banks are open 08:00 to 15:00 (Monday to Friday). Most internationally recognized currencies can be exchanged at commercial banks, hotels and international airports. Major credit cards are accepted in most hotels, restaurants and shops.

XVII. INFORMATION ON THE WEBSITE

25. For further information on the congress, please refer to UNWTO website:
<http://africa.unwto.org/event/first-regional-congress-women-empowerment-tourism-sector-focus-africa>